

## BADR SCHOOL-01809698 - Corrective Action Report (Detail)

**Note:** The corrective action plan is required to correct any violation identified under the Administrative Review and must be applied to all schools in the SFA, as appropriate, to ensure that previously deficient practices and procedures are revised system-wide.

Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BADR SCHOOL-01809698	126	06/03/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:34 AM				
	Households who did not submit an application were informed and given an application to complete and submit. The households in violation have responded by 5/13/24.				
Corrective Action History	Flagged by Kaitlyn Matthews 05/01/2024 02:37 PM				
	There are 49 students listed on the MEL. 11 of the 49 students did not complete an application, qualify as free DC, or free categorical. Per the principal, the school is aware of the "financial situation" of the families and categorized their eligibility as free even though an application was not submitted. The SFA has been claiming these 11 students in the free category. State Agency (SA) explained the students must correctly qualify for free meals through an application, DC, or categorical. These students must be changed to paid until the proper documentation is obtained to determine eligibility.				
Corrective Action History	Incomplete and/or incorrectly determined applications were found during the State Agency review of the selected applications. Errors were recorded on the Eligibility Certification and Benefit Issuance Worksheet (SFA-1 and/or SFA-2.) The SFA must indicate the date of correction for all application errors. Do not identify the students' names when providing the documentation under the SFA comments. *****The number of Certification and Benefit Errors are greater or equal to 10%, therefore an Independent Review of applications must be completed for next school year. More details will be provided later in the school year regarding the process and expectations for the Independent Review.				
Certification and Benefit Issuance	Certification and Benefit Issuance (On-Site Assessment Tool) (124H)	BADR SCHOOL-01809698	137	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 12:24 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/29/2024 11:46 AM				
	Date of implementation 5/1/24				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 05/29/2024 07:20 AM				
	Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:32 AM				
	If Households fail to respond, the SFA will contact parents by written notice using form 21 and by phone. All correspondence will be documented and dated.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:35 PM				
	Eligibility determinations were not correctly transferred to the Master Eligibility List (MEL).				
	Eligibility determinations must be correctly transferred from the source document (applications, DC documentation) to the benefit issuance documents (e.g. tickets, master eligibility list, rosters, POS system). A test of the benefit issuance system compared to the benefit issuance documentation reviewed indicated certified eligibility was transferred incorrectly. All discrepancies were recorded on the Eligibility Certification and Benefit Issuance Error Worksheet (SFA-1). Correct the errors indicated and record the date of correction in the CA.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Verification		BADR SCHOOL-01809698	207	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:17 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:13 AM				
	<p>The SFA will notify parents using forms 236, 21, 237, and 244. The SFA will adhere to the verification timeline and the person responsible for verification will attend the Verification Training. If the household does not respond after the 10 calendar day notice, eligibility will be changed to paid.</p> <p>Date implemented 5/1/24</p>				
	<p>Flagged by Kaitlyn Matthews 05/01/2024 02:40 PM</p> <p>Verification was not completed correctly. Application #17 was chosen for verification. The SFA only sent the household "Verification Incomplete Letter" form 237. The SFA did not send "First Notice to Household" form 236, "Second Notice to Household" form 21, or "Verification Results Letter" form 244. The household did not respond and did not provide income information. The student remained reduced, however, must be changed to paid status and given 10 calendar days written advance notice.</p> <p>The SFA must complete the verification process according to guidelines established in The Eligibility Manual for School Meals. It is recommended that staff responsible for the verification process view the recorded Verification webinar available under the Training tab in SNEARS.</p> <p><b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation .Describe in the CAP how this will be corrected.</b></p>				
Verification	Verification (On-Site Assessment Tool) (207H)	BADR SCHOOL-01809698	211	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:28 AM				
	We will notify parents using forms 236, 21, 237, and 244.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:34 PM				
	The SFA's verification notification letter must include all required information. It is highly suggested that the SFA use the "First Notice to Household" (Form 236).				
	Explain, in detail, the specific steps that will be taken to meet this verification requirement and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	BADR SCHOOL-01809698	212	06/03/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:42 AM				
	During the next verification process, the SFA will utilize Form 21 in the event that households do not reply to verification requests. All communication wrriottenmam nd verbal will be documented.				
	5/2/24				
	Flagged by Kaitlyn Matthews 05/01/2024 02:34 PM				
	When households fail to respond to the request for verification, a second attempt must be made. The SFA can either call, email, or use the "Second Notice to Household" (Form 21).				
	Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.				
Verification	Verification (On-Site Assessment Tool) (207H)	BADR SCHOOL-01809698	213	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:20 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:40 AM				
	During the next verification process, the SFA will use the form 244 to notify households of verification results. Households will be given a change to appeal result if they have any concerns				
	5/2/24				
	Flagged by Kaitlyn Matthews 05/01/2024 02:34 PM				
	The SFA's notice of adverse action must contain all required information, including notification of appeal rights. It is strongly suggested the SFA use "Verification Results Letter" (Form 244).				
	<b>Explain, in detail, the specific steps that will be taken to meet the requirements and measures taken to ensure that the finding will not reoccur in the future. Indicate the date of implementation.</b>				

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Verification	Verification (On-Site Assessment Tool) (207H)	BADR SCHOOL-01809698	214	06/03/2024	CAP Accepted
<b>Corrective Action History</b>	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:17 AM CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:08 AM				
	Households who do not respond to verification will be given 10 calendar days written notice. Households who do not respond will have eligibility status changed to paid. Eligibility status will be updated in the MEL and in the counting and claiming of meals. Date implemented 5/1/24				
	Flagged by Kaitlyn Matthews 05/01/2024 02:40 PM  The household did not respond and did not provide income information. The SFA kept the students eligibility as reduced. Households for whom benefits were to be reduced or terminated, due to verification, must be given 10 calendar days written advance notice of the change. The SFA must update student eligibility status when there are changes in eligibility due to verification results.  <b>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b>				
Verification	Verification (On-Site Assessment Tool) (207H)	BADR SCHOOL-01809698	215	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:21 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:36 AM				
	The SFA will utilize all required forms for Verification and complete the process in a timely manner. Form 244 will be given to households chosen for verification prior to the deadline.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:35 PM				
Corrective Action History	The SFA must complete the Verification Process which includes sending the "Verification Results Letter" (Form 244) by the November 15th deadline.				
	<b>Explain, in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b>				
Civil Rights	Civil Rights (On-Site Assessment Tool) (809H)	BADR SCHOOL-01809698	810	06/03/2024	CAP Accepted
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:19 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:28 AM				
	on 5/12/24 DC Letter was corrected to include the entire USDA nondiscrimination statement.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:38 PM				
Corrective Action History	Sample Direct Certification (DC) Letter is missing the full non-discrimination statement.				
	The current USDA non-discrimination statement must be included on all program materials/documents distributed to households or posted on the SFA's website. The current statement is at the following link: <a href="https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf">https://www.nj.gov/agriculture/applic/forms/Form%20213%20USDA%20Nondiscrimination%20Statement.pdf</a>				
	<b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b>				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BADR SCHOOL-01809698	1215	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 12:24 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/29/2024 11:44 AM				
	Date of implementation 5/1/24				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 05/29/2024 07:21 AM				
	Please indicate the date of implementation.				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:34 AM				
	All personnel that are involved with the Food and Nutrition Programs will be required to complete the necessary trainings at the start of the school year. ALI trainings will be documented in a log.				
Professional Standards	Flagged by Kaitlyn Matthews 05/01/2024 02:35 PM				
	School Nutrition Program managers are required to complete at least 10 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: https://theicn.org/.				
	Explain in detail, how the annual training requirements will be met and the measures taken to ensure this finding will not reoccur in the future. Indicate the date of implementation.				
Professional Standards	Professional Standards (On-Site Assessment Tool)	BADR SCHOOL-01809698	1219	06/03/2024	CAP Accepted



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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:15 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:01 AM				
	<p>All personnel that are involved with the Food and Nutrition Programs will be required to complete the necessary trainings at the start of the school year. ALL trainings will be documented in a log.</p> <p>Date implemented 5/1/24.</p>				
	<p>Flagged by Kaitlyn Matthews 05/01/2024 02:37 PM</p> <p>Pre-k teachers serve meals in the classroom and must complete applicable training.</p> <p>Administrative, office and/or other school staff (e.g. teachers serving and/or counting meals in the classroom) who regularly work on National School Lunch and/or School Breakfast related activities throughout the school year must meet professional standard training requirements. Staff working 20 or more hours on School Nutrition program related activities are required to complete at least 6 hours of annual training. Part time staff (working less than 20 hours per week) are required to complete at least 4 hours of annual training. Training can be obtained in a variety of formats, including online courses, live or recorded webinars, in-person trainings/workshops, conferences, meetings etc. Training resources are also available at: <a href="https://theicn.org/">https://theicn.org/</a>.</p> <p><b>Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b></p>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Badr School-7784	4	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 12:23 PM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/29/2024 10:01 AM				
	Date of implementation 5/1/2024				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 05/29/2024 07:15 AM				
	<b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:58 AM				
	Prek Classes will be served meals in the cafeteria along with rest of the school rather than on the class.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:36 PM				
	Review week for breakfast:  3/18/24 Fruit Loops cereal was served (includes 8g sugar per dry oz.)  3/19/24 Frosted Flakes cereal was served (includes 7g sugar per dry oz.)   Breakfast cereal served to Pre-K must have no more than 6 grams of sugar per dry ounce.   <b>Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b>   <b>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b>				
Infant and Pre-K Meal Pattern	Infant and Pre-K Meal Pattern (Other Programs)	Badr School-7784	6	06/03/2024	CAP Accepted

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Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 12:23 PM CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/29/2024 11:34 AM date of implementation 5/1/2024				
	Corrective Action Plan: Rejected by Kaitlyn Matthews 05/29/2024 07:19 AM <b>Please indicate the date of implementation.</b>				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:26 AM Prek Classes will be served meals in the cafeteria along with rest of the school rather than on the class.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:38 PM				
	Review week and day of review for breakfast:  3/22/24 WG Super Donut was served  4/30/24 WG Super Donut was served				
	Grain based desserts no longer count towards the grain component. Donuts are considered a grain-based dessert and cannot count towards the grain component in the CACFP and NSLP/SBP infant and preschool meals, as specified in §§226.20(a)(4) and 210.10.  <b>Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b>  <b>Explain, in detail how the finding was corrected and the measures taken to ensure that it will not reoccur in the future. Indicate the date of implementation.</b>				
Meal Counting and Claiming - Review Period	Meal Counting and Claiming - Review Period (On-Site Assessment Tool - Site) (322H)	Badr School-7784	325	06/03/2024	CAP Accepted
	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 12:24 PM CAP Accepted				

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Corrective Action History	<div>Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/29/2024 11:44 AM</div> <div>After receiving applications, the determining official and the certifier will review all applications for accurate meal counting and claiming. After review, the names and eligibility status will be placed on the MEL, and will again be reviewed for accuracy. Numbers placed on meal counting sheets will reflect the eligibility of each student. The sheets will be reviewed and totaled correctly in order to claim reimbursement.</div> <div>Date of implementation 5/1/24</div>
	<div>Corrective Action Plan: Rejected by Kaitlyn Matthews 05/29/2024 07:24 AM</div> <div><b>Explain in detail, how the meal counting and claiming finding will be corrected and the measures taken to ensure that it will not reoccur in the future.</b> Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.</div> <div>Indicate the date of implementation.</div>
	<div>Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 10:56 AM</div> <div>Parents will be contacted by the SFA regarding the submission of the Meals Application. The MEL will be reviewed for any errors, and applications will be reviewed and determined correctly. Any changes will be used in claims submission. Date implemented 5/1/24.</div>

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	Flagged by Kaitlyn Matthews 05/01/2024 02:36 PM				
	Breakfast	SFA Count	SA Count		
	3/21/2024	25 F	20 F		
	3/28/2024	4 R	5 R		
		5 P	4 P		
	Lunch	SFA Count	SA Count		
	3/28/2024	5 P	4 P		
	Breakfast and lunch counts by category (free, reduced and/or paid) must be correctly used in the claim for reimbursement. Meal counts for each school should be verified prior to submitting and certifying the claim.				
	<b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b>				
	Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Badr School-7784	402	06/03/2024

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:18 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:21 AM				
	on 5/2/24, the SFA has informed Karsons Food Service about the vegetable meal component requirements. The menu along with the portion sizes will be carefully reviewed the month prior. Any insufficiencies will be brought to the attention of the vendor.				
	implemented 5/2/24				
	Flagged by Kaitlyn Matthews 05/01/2024 02:39 PM				
	Per the lunch meal pattern (five-day week), the daily minimum vegetable requirement for grades K-8 is 3/4 cup. Insufficient vegetable quantities were served during lunch on the day of review- 1/2 cup of corn was served which does not meet the daily minimum vegetable requirement.				
	Portion sizes offered for each required lunch component must meet daily and weekly minimum requirements for the appropriate grade group (K-5, 6-8, K-8, 9-12). When planning menus, refer to the Lunch Meal Pattern Charts, available on the Department of Agriculture Forms web site for specific requirements. To determine the creditable amount for each menu item's contribution to the meal pattern, refer to the following resources: Child Nutrition (CN) Labels, Signed Manufacturers Product Formulation Statements, USDA Food Buying Guide, Whole Grain Rich (WGR) Resource, USDA Foods Information Sheets.				
	Finding is a first time violation for insufficient quantities. Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.				
	Explain, in detail how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.				
Meal Components and Quantities - Day of Review	Meal Components and Quantities - Day of Review (On-Site Assessment Tool - Site) (400H)	Badr School-7784	403	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:18 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:25 AM				
	Karson Food Service was notified on 5/1/24 to send a variety of milk for breakfast and lunch meals.				
	Flagged by Kaitlyn Matthews 05/01/2024 02:38 PM				
Corrective Action History	Breakfast and Lunch- only one variety of milk was offered (low fat 1% milk) during the review week and day of review.				
	A minimum of two varieties of fluid milk must be offered throughout the breakfast and lunch meal service on all reimbursable meal service lines/serving areas. Allowable varieties are flavored or unflavored fat free milk, unflavored or flavored low fat (1%) milk, fat free or low fat lactose reduced/lactose free milk.				
	<p><b>Failure to fix identified issues may also lead to fiscal action/repeat violations in subsequent reviews as these are Performance Standard 2 (PS2) violations.</b></p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				
Civil Rights	Civil Rights (On-Site Assessment Tool - Site) (811H)	Badr School-7784	811	06/03/2024	CAP Accepted

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Section	Form Subsection	Sponsor/Site Name	Question #	Due Date	Status
Corrective Action History	Corrective Action Plan: Accepted by Kaitlyn Matthews 05/29/2024 07:16 AM				
	CAP Accepted				
	Corrective Action Plan: Submitted by HEBA ABDEL-KADER 05/22/2024 11:04 AM				
	<p>The "Justice for All" poster will be posted in all areas where meals are served. Pre-K students will eat in the cafeteria with the other classes.</p> <p>Date implemented 5/1/24</p>				
	<p>Flagged by Kaitlyn Matthews 05/01/2024 02:41 PM</p> <p>Pre-k students eat in the classroom. The "And Justice for All" poster was not displayed in a prominent location and visible to students.</p> <p>SFA did not have the current USDA "And Justice for All" poster displayed in a prominent location and visible to the students.</p> <p><b>Explain in detail, how the finding will be corrected and the measures taken to ensure that it will not reoccur in the future. Corrective Action must be applied SFA-wide. Indicate the date of implementation.</b></p>				

### Report Selections

Flagged, CAP Submitted, CAP Rejected, CAP Accepted, CAP Removed, Problem resolved, Re-Flagged